

**MEMORANDUM**

FOR : **ALL HEADS OF ADMINISTRATIVE UNITS/ OFFICES UNDER GROUPS AND COLLECTION DISTRICTS**

FROM : **KHRISTINE JANE V. MELENCIO**
Acting Chief Human Resource Management Division
Internal Administration Group

SUBJECT : **ACCOMPLISHMENT OF SURVEY FORM RE: HUMAN RESOURCE RELATED ISSUES AND CONCERNS**

DATE : **July 08, 2022**

- 1.0 In line with the Human Resource Management Division's efforts to provide a modernized and proactive human resource administration which is committed to serve as a strategic partner, employee advocate, change champion, and administrative expert, this Office prepared a survey form to identify areas which need to be improved to ensure optimum delivery of services to internal stakeholders.
- 2.0 In this regard, all Heads of Administrative Units/ Offices under Groups and Collection Districts are encouraged to accomplish the **Survey Form re: Human Resource Related Issues and Concerns** not later than **July 18, 2022**.
- 3.0 Provided below is the link as well as the QR Code for the online server form for ease of access:

Link: <https://forms.office.com/r/wStJ2bQ0dC>

QR Code:



- 4.0 For information and compliance.